



FREEDOM OF INFORMATION PUBLICATION SCHEME

Formally adopted by the
Governing Body of Sheringham Community Primary & Nursery School

On	9 th July 2020
Chair of Governors	
Head Teacher	
Last updated	9 th July 2020
Review	9 th July 2021

Be all that you can be...



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Introduction

The School is registered with the Information Commissioner's Office (ICO) and conforms with its requirements under the Freedom of Information Act 2000. This Act gives a right of access to information held by public bodies, including schools and academies, which are required to produce a Publication Scheme that makes it clear to the public what information they will make public when required to respond to requests for information.

The Policy: In line with advice from the Local Authority, we have adopted Data Protection Education's model Publication Policy, which is based on the ICO's 'Model Publication Scheme' which covers primary schools, high school and academies.

Requirements of the Policy: As a school we are required to publicise the fact that information is available under this scheme and this is carried out annually at the beginning of the new academic year in September.

Under this scheme, we agree to review the information we are publishing. This will be done annually as we update the website. We also agree to make new information available promptly – this will be done via the school newsletter and website.

As an organisation we agree to update old information. This is carried out regularly as a matter of course, often through national channels such as the Ofsted website or the DfE school performance tables.

Information about the school is available through Local Authority as well as the government's official register of educational establishments in England and Wales - Get Information About Schools (GIAS). GIAS is also the national database of school governors <https://get-information-schools.service.gov.uk/>

What is Available: Information that is available is detailed below in table format and shows where the information can be sourced. Some information in our Publication Scheme is available in hard copy paper format from the school office, upon request. For ease of access, a large percentage of our Publication Scheme documents are available from our school website, and these are free to download.

Under this scheme, some personal and sensitive information is exempt from publication. Where information is not available online, we must respond promptly to any requests to see it. However, we are not required to create new information in order to comply with the act.

We seek at all times to keep parents and other members of the public fully informed of our activities through our website and newsletters (also available through the school's website)

Charging for access to information: Where information outlined in the Definition Document is not available on the website – either because it is not in electronic format or is too unwieldy to be transferred in such a format – we will make it available to be viewed in the school.

In the first instance, you should contact the School office to arrange a viewing.

Contact details: Email address: Office@sheringhamprimary.norfolk.sch.uk or call on 01263 823848.

Photocopies of such information are also available, charges for copies are shown on the final page of this document.

How Sheringham Community Primary School & Nursery is responding to the requirements of the Freedom of Information Act 2000

The purpose of our publication scheme is to demonstrate how we respond to the specific requirements of the Freedom of Information Act 2000 and how we are fulfilling the aims and objectives of the school, which are:

Objectives and targets

Aware of themselves:

- Becoming thinking individuals, who make decisions and communicate confidently.
- Knowing their abilities and next steps.
- Motivated by a stimulating learning environment.
- Allowing the discovery of personal aptitudes and talents.

Aware of others:

- Respecting themselves and others in relation to culture, race, gender, age, disability, sexuality and faith.
- Developing their social and moral awareness and understanding.

Aware of the spiritual side of human nature:

- By caring for others and developing joy in themselves.

Through our broad and balanced, inclusive curriculum we consider the following needs:

- Physical
- Intellectual
- Spiritual

- Personal and social

Methods:

- A positive learning atmosphere is created throughout the school.
- Full use is made of the environment and visits etc are encouraged.
- All the aspects contained in the National Curriculum will be followed in a variety of ways and perspectives, to include class, group, individual work, investigations and direct teaching.

Reference documents

This policy should be read in conjunction with the following guidance document:

Definition document for governing bodies of maintained schools in England produced by the ICO (as revised in 2013)

<https://ico.org.uk/media/for-organisations/documents/1235/definition-document-schools-in-england.pdf>

Reference should be made to the following DPE/ School policies: Data Protection Policy and Privacy Notice

Classes of information published

Class 1: Who we are and what we do - Organisational information, structures, locations and contacts

Class 2: What we spend and how we spend it – Financial information relating to projected and actual income and expenditure, procurement, contractual agreements and financial audit

Class 3: The school's priorities and how they are being achieved - Strategies and plans, performance indicators, audits, inspections and reviews

Class 4: How we make decisions as a school - Decision making process and records of decisions

Class 5: Our policies and procedures – Current written protocols, policies and procedures for delivering our services and responsibilities

Class 6: Lists and registers - Any information that the school is legally required to hold in publicly available registers

Class 7: The services offered by the school – Information about the services offered by the school, including leaflets, guidance and newsletters produced for public

Maintained Schools: Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>Organisational information, structures, locations and contacts</p>		
Who's who in the school	Website	Free
Who's who on the Governing Body and the basis of their appointment	Website	Free
Instrument of Government	Website	Free
Contact details for the Headteacher/ Chair of Governors, via the School's Office	Website	Free
School prospectus	Website Hard copy	Free
School session times and term dates, including Inset days	Website	Free
Contact details, including School Office, and email address	Website	Free

Class 2 – What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit

Annual budget plan	Office	Free
Financial statements for Pupil Premium and Sports Premium	Website	Free
Capital funding	Office	Free
Financial audit reports	Office	Free
Governors' allowances policy on website for those that can be incurred or claimed, Record of total payments made to individual governors	Website Office	Free

Class 3 – What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews

Performance management policy and procedures adopted by the Governing Body	Office	Free
Performance data or a direct link to it	Website	Free
Ofsted inspection reports	Website	Free
The school's future plans; for example, proposals for and any consultation on	Website	Free

the future of the school, such as a change in status		
Safeguarding and child protection	Website	Free

Class 4 – How we make decisions

Decision making processes and records of decisions

Admissions policy	Website	Free
Attendance of meetings Agendas and minutes of meetings of the Governing Body and its committees. (NB this will exclude information that is properly regarded as private to the meetings)	Website Office	Free

Class 5 – Our policies and procedures (Please see table below)

Current written protocols, policies and procedures for delivering our services and responsibilities

Acceptable Use	Website	Free
Accessibility Plan	Website	Free
Admissions Policy	Website	Free

Adverse Weather Policy	Website	Free
Anti-Bullying Policy	Website	Free
Assessment, Recording & Reporting Policy	Website	Free
Attendance Policy	Website	Free
Behaviour Policy (inc Behaviour Principles written statement)	Website	Free
Bright Stars Policy	Website	Free
British Values Policy	Website	Free
Capability of Staff – Support Staff	Office	Free
Capability of Staff – Teaching Staff	Office	Free
Care Policy	Website	Free
Charging and Remissions Policy	Website	Free
Complaints Procedure Policy	Website	Free

Data Privacy Notice	Website	Free
Data Protection Policy	Website	Free
Early Years Foundation Stage Policy	Website	Free
Early Years Foundation Stage Outdoor Learning Policy	Website	Free
Early Years Foundation Stage Transition Policy	Website	Free
Educational Visits & Activities Policy	Website	Free
Equality Objectives	Website	Free
Equality Policy	Website	Free
Educational Visits & Activities Policy	Website	Free
E-Safety Policy	Website	Free
Finance Policy	Website	Free
First Aid Policy	Website	Free

Forest School Policy	Website	Free
Freedom Of Information Policy	Website	Free
Governors' Allowance Policy	Website	Free
Health & Safety Policy	Website	Free
Homework Policy	Website	Free
Horticulture Policy	Website	Free
Instrument of Government	Website	Free
LAC & PLAC Policy	Website	Free
Lettings Policy	Website	Free
NQT Induction Policy	Website	Free
Nurture Policy	Website	Free
Pay Policy	Website	Free
Premises Development Plan	Office	Free

Pupil Premium Policy	Website	Free
Recruitment Policy	Website	Free
Register of business interests of headteachers and governors	Live Document	Free
Register of students admission to school and attendance	Live Document	Free
Residential Educational Visits Policy	Website	Free
Safeguarding Policy	Website	Free
School information published on a website	Website	Free
Single Central Record of security and vetting checks	Live Document	Free
Small Animals In School Policy	Website	Free
Special Educational Needs and Disability	Website	Free
Staff Code of Conduct	Website	Free
Supporting students with medical conditions	Website	Free

Whistleblowing Policy	Website	Free
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*This list is not exhaustive

Class 6 – Lists and Registers

Asset register	By inspection	Free
Any information the school is currently legally required to hold in publicly available registers	By inspection	Free

Class 7 – The services we offer

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses

Extra-curricular activities	Website Office	Free
Out of school clubs	Website Office	Free

Services for which the school is entitled to recover a fee, together with those fees	Website	Free
School publications, leaflets, books and newsletters	Website	Free